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Budget Justification

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**Senior Outreach Services Consortium
Itemized Budget**

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Income:			
Grant	\$150,000.00	\$125,000.00	\$100,000.00
Applicant Match		\$ 20,057.34	\$ 50,219.71
State Funds			
Local Funds			
Other	\$ 16,584.20	\$ 25,000.00	\$ 25,000.00
Program Income	\$ 60,064.00	\$ 69,712.00	\$ 74,536.00
	<u>\$226,648.20</u>	<u>\$239,769.34</u>	<u>\$249,755.71</u>
 Expenditures:			
Personnel	\$127,054.64	\$132,136.83	\$137,422.30
Fringe Benefits	\$ 53,469.20	\$ 60,653.60	\$ 63,422.81
Travel	\$ 6,106.64	\$ 6,826.64	\$ 7,366.64
Equipment	\$ 1,200.00		
Supplies	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
Subcontracts	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Total Direct Expenditures	<u>\$192,130.48</u>	<u>\$203,917.07</u>	<u>\$212,511.75</u>
 Facilities & Administration	<u>\$ 34,517.72</u>	<u>\$ 35,852.27</u>	<u>\$ 37,243.96</u>
 Total Expenditures	<u>\$226,648.20</u>	<u>\$239,769.34</u>	<u>\$249,775.71</u>

**Budget Narrative
Grant Year 1**

Name/Position or Item with Description	Justification	Computation	Grant Request	Applicant Match
A. 1 FTE current SOS Coordinator	A. Expand services and manage the project goals/ objectives. Figure is based on current salary plus 4% increase in '07.	A. \$3,392.39 x 12 mo	A. \$40,708.64	
B. 1 new FTE Therapist	B. Will provide treatment services to improve mental status and provide outreach/education. Salary is based on standard therapist salary of \$31,500 plus additional \$2000 for recruitment purposes of LSCSW.	B. \$2,791.67 x 12 mo.	B. \$33,500.00	
C. 1 FTE current SOS Case Manager	C. Will expand case management services and address access barriers. Salary is based on staff's current salary plus additional 4% raise for '07.	C. \$2,320.50 x 12 mo.	C. \$27,846.00	
D. 1 new FTE SOS Case Manager	D. Expand/develop case management services and address access barriers. Standard starting salary for Case Managers.	D. \$2,083.33 x 12 mo.	D. \$25,000.00	
Facilities & Administration Salaries	Overhead costs necessary for agency to manage and oversee the project	% of program salaries to Total Salaries x Admin Salaries = \$17,100.30		\$34,517.72

Building	Costs of office space necessary for funded positions	Sq. Ft. used divided by Total sq. ft. x building expenses = \$1,432.97		
Vehicles	Program's cost share to oversee maintenance/costs of vehicles.	% of usage x total vehicle expenses = \$7,310.01		
Other	Additional overhead costs including office supplies, food, licensing expenses, legal fees, educational, and hardware/software	% other operating expenses allocated to program = \$8,674.44		
Fringe Benefits:	Employer's share of benefits. All benefits are necessary for recruitment & sustainability of quality staff to complete project goals/objectives			
FICA	Standard Social Security & Medicare rates	\$127,054.64 x 7.65%	\$9,719.68	
Unemployment Taxes	Standard unemployment rates	\$8,000 x 4 x 4.2%	\$1,196.80	
Health Insurance	Dependent upon specific plan employee enrolls in.	\$37,232.88 based upon plan enrolled in	\$6,709.04	\$30,523.84
Retirement	Retirement plan for all State Public Employees. Similar to 401 K.	7.76% x Eligible Wages	\$5,319.84	
Travel: Local Travel	Travel necessary to visit various locations in the two counties. Allow for in-home visits, which is essential component	5,400 miles x \$.36 = \$1,944.00		\$6,106.64

Travel – Quarterly Consortium Meetings	<p>of outreach/stigma reduction</p> <p>Reimbursement necessary for consortium members to attend meetings and achieve objectives related to develop and maintenance of consortium</p> <p>Related meetings including elder abuse coalition and State Mental Health and Aging Coalition. Necessary to remain involved at the state level and maintain contact with key non-consortium agencies.</p>	1,424 miles x \$.36 = \$512.64		
Travel – Annual Outreach Grantee Meeting	Meeting in Washington	<p>\$575 Airfare x 2 = \$1,150.00</p> <p>\$350 Registration fee x 2 = \$700.00</p> <p>\$900 Hotel, meals & transportation x 2 = \$1,800.00</p>		
Equipment Laptop Computer	Necessary for completing services. Also used for community presentations	Dell Laptop Computer		\$1,200.00
Supplies: Supplies-Program /Activities	Educational materials essential for outreaching to the community. Testing materials are used for tracking outcome measures and determining improvement.	Testing materials \$800, Pamphlets \$200 and videotapes \$200 = \$1,200.00		\$1,800.00

First County Mental Health Center

Supplies – Food and Related	Food provided for consortium meetings (hopefully this will ensure attendance). Snacks are also provided for elder abuse coalition meeting.	Food & refreshments \$100 per meeting x 6 = \$600.00		
Subcontracts: Brownsville State University	External review of project outcomes	External Review of Outcomes (yearly fee)		\$2,500.00
Program Income: Program Income	Therapy/case management fees.	Medicare/Medicaid/Private Fees/Private Insurance		\$60,064.00
Program Development Grant/Charitable acquisitions	Internal assistance plus donations obtained from community resources.	Amount required to balance budget		\$16,584.20
			<u>\$150,000.00</u>	<u>\$0.00</u>

**Budget Narrative
Grant Year 2**

Name/Position or Item with Description	Justification	Computation	Grant Request	Applicant Match
A. 1 FTE SOS Coordinator	A. Oversee project, provide treatment services. Salary based on 4% raise for '08.	A. \$3,528.08 x 12 mo	A. \$42,336.99	C. \$7,136.83
B. 1 FTE Therapist	B. Provide outreach/treatment services. Salary based on 4% raise for '08.	B. \$2,903.33 x 12 mo.	B. \$34,840.00	
C. 1 FTE SOS Case Manager	C. Continue expansion/development, outreach, access barriers. Salary based on 4% cost of living increase for '08.	C. \$2,413.32 x 12 mo.	C. \$21,823.01	
D. 1 FTE SOS Case Manager	D. Continue expansion/development, outreach, access barriers. Salary based on 4% cost of living increase for '08.	D. \$2,166.67 x 12 mo.	D. \$26,000.00	
Facilities & Administration				\$35,852.27
Salaries	Overhead costs necessary for agency to manage and oversee the project	% of program salaries to total salaries x admin salaries = \$17,955.32		
Building	Costs of office space necessary for funded positions	Sq. Ft. used divided by total sq. ft. x building expenses = \$1,432.97		
Vehicles	Program's cost share to oversee maintenance/costs of vehicles.	% of usage x total vehicle expenses = \$7,529.31		
Other	Additional overhead costs including office supplies, licensing expenses, legal fees, educational, and hardware/software	% other operating expenses allocated to program = \$8,934.67		

Fringe Benefits:	Employer's Share			
FICA	Standard Social Security & Medicare rates	$\$132,136.83 \times 7.65\% = \$10,108.47$		\$60,653.60
Unemployment Taxes	Standard unemployment rates	$\$8,000 \times 4 \times 4.2\% = \$1,196.80$		
Health Insurance	Dependent upon specific plan employee enrolls in.	Based upon plan enrolled in \$39,094.52		
Retirement	Retirement plan for all State Public Employees. Similar to 401 K.	$7.76\% \times \text{Eligible Wages} = \$10,253.81$		
Travel:				\$6,826.64
Local Travel	Travel necessary to visit various locations in the two counties. Allow for in-home visits, which is essential component of outreach/stigma reduction	$7,400 \text{ miles} \times \$0.36 = \$2,664.00$		
Travel – Quarterly Consortium Meetings	Reimbursement necessary for consortium members to attend meetings and achieve objectives related to develop and maintenance of consortium Related meetings including elder abuse coalition and State Mental Health and Aging Coalition. Necessary to remain involved at the state level and maintain contact with key non-consortium agencies.	$1,424 \text{ miles} \times \$0.36 = \$512.64$		

Travel – Annual Outreach Grantee Meeting	Meeting in Washington	\$575 Airfare x 2 = \$1,150.00 \$350 Registration fee x 2 = \$700.00 \$900 Hotel, meals & transportation x 2 = \$1,800.00		
Equipment				
Supplies: Supplies-Program /Activities	Educational materials essential outreaching to the community. Testing materials are used for tracking outcome measures and determining improvement.	Testing materials \$800, Pamphlets \$200 and videotapes \$200 = \$1,200.00		\$1,800.00
Supplies – Food and Related	Food provided for consortium meetings (hopefully this will ensure attendance). Snacks are also provided for elder abuse coalition meeting.	Food & refreshments \$100 per meeting x 6 = \$600.00		
Subcontracts: Brownsville State University	External review of project outcomes	External Review of Outcomes (yearly fee)		\$2,500.00
Program Income: Program Income	Therapy/case management fees.	Medicare/Medicaid/Private Fees/Private Insurance		\$69,712.00
Program Development Grant/Charitable acquisitions	Internal assistance plus donations obtained from community resources.	Amount required to balance budget		\$25,000.00
			<u>\$125,000.00</u>	<u>\$20,057.34</u>

**Budget Narrative
Grant Year 3**

Name/Position or Item with Description	Justification	Computation	Grant Request	Applicant Match
A. 1 FTE SOS Coordinator	A. Oversee project, provide treatment services. Salary based on 4% raise for '09.	A. \$3,669.21 x 12 mo	A. \$44,030.47	C. \$30,118.23
B. 1FTE Therapist	B. Provide outreach/treatment services. Salary based on 4% raise for '08.	B. \$3,019.47 x 12 mo.	B. \$36,233.60	
C. 1 FTE SOS Case Manager	C. Continue expansion/developme nt, outreach, access barriers. Salary based on 4% cost of living increase for '08.	C. \$2,509.85 x 12 mo.		
D. 1 FTE SOS Case Manager	D. Continue expansion/developme nt, outreach, access barriers. Salary based on 4% cost of living increase for '08.	D. \$2,253.33 x 12 mo.	D. \$19,735.93	
Facilities & Administration				\$37,243.96
Salaries	Overhead costs necessary for agency to manage and oversee the project	% of program salaries to total salaries x admin salaries = \$18,853.09		
Building	Costs of office space necessary for funded positions	Sq. ft. used divided by total sq. ft. x building expenses = \$1,432.97		
Vehicles	Program's cost share to oversee maintenance/costs of vehicles.	% of usage x total vehicle expenses = \$7,755.19		
Other	Additional overhead costs including office supplies, licensing expenses, legal fees, educational, and hardware/software	% other operating expenses allocated to program = \$9,202.71		

Fringe Benefits:	Employer's Share			
FICA	Standard Social Security & Medicare rates	$\$137,422.30 \times 7.65\% = \$10,512.80$		\$63,422.81
Unemployment Taxes	Standard unemployment rates	$\$8,000 \times 4 \times 4.2\% = \$1,196.80$		
Health Insurance	Dependent upon specific plan employee enrolls in.	Based upon plan enrolled in \$41,049.25		
Retirement	Retirement plan for all State Public Employees. Similar to 401 K.	$7.76\% \times \text{Eligible Wages} = \$10,663.96$		
Travel:				\$7,366.64
Local Travel	Travel necessary to visit various locations in the two counties. Allow for in-home visits, which is essential component of outreach/stigma reduction	$8,900 \text{ miles} \times \$0.36 = \$3,204.00$		
Travel – Quarterly Consortium Meetings	Reimbursement necessary for consortium members to attend meetings and achieve objectives related to develop and maintenance of consortium Related meetings including elder abuse coalition and State Mental Health and Aging Coalition. Necessary to remain involved at the state level and maintain contact with key non-consortium agencies.	$1,424 \text{ miles} \times \$0.36 = \$512.64$		

Travel – Annual Outreach Grantee Meeting	Meeting in Washington	\$575 Airfare x 2 = \$1,150.00 \$350 Registration fee x 2 = \$700.00 \$900 Hotel, meals & transportation x 2 = \$1,800.00		
Equipment				
Supplies: Supplies-Program /Activities	Educational materials essential outreaching to the community. Testing materials are used for tracking outcome measures and determining improvement.	Testing materials \$800, Pamphlets \$200 and videotapes \$200 = \$1,200.00		\$1,800.00
Supplies – Food and Related	Food provided for consortium meetings (hopefully this will ensure attendance). Snacks are also provided for elder abuse coalition meeting.	Food & refreshments \$100 per meeting x 6 = \$600.00		
Subcontracts: Brownsville State University	External review of project outcomes	External review of outcomes (yearly fee)		\$2,500.00
Program Income: Program Income	Therapy/case management fees.	Medicare/Medicaid/Private Fees/Private Insurance		\$74,536.00
Program Development Grant/Charitable acquisitions	Internal assistance plus donations obtained from community resources.	Amount required to balance budget		\$25,000.00
			<u>\$100,000.00</u>	<u>\$50,219.71</u>